Exercise Guide for

OM250

Agency Funding Approval

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Exercise 1.1 – Using Free Search

PO13

Scenario

You would like to practice using the free form search function.

Instructions

Use free form to search for cost center 1721170000.

1. Type **PO13** in the Command field on the Easy Access screen.
2. Click or press Enter.
3. Click in the Position field.
4. Click on the matchcode in the Position field. The Object Select pop-up screen is displayed.

NOTE: If Free Search is not displayed as your search option, ask your instructor to show you how to change to that option.

5. Select the binoculars icon. A pop-up window for cell content is displayed.
6. Type in **Cost Center**.
7. Click the green check mark.
8. Close the pop-up window.
9. Select the **value selection box** beside cost center. The box on the right side of the screen changes to allow you to type in the value for the data for which you are searching.
10. Click in the **Value** field on the right side window.
11. Type **172170000**.
12. Click the green check mark. The pop-up box displays the number of entries found.
13. Select the first entry and click on the green check mark.
14. Highlight the relationships infotype.
15. Click on the **Overview** icon.
16. Look for related object types (code for O = org unit)

Question 1
How many positions show on your hit list?
A

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Question 2

To which organizational unit do they belong?

A

Use free form to search for order 100000001744.

1. Type **PO13** in the Command field on the Easy Access screen.

2. Click or press Enter.

3. Click in the Position field.

4. Click on the matchcode in the Position field. The Object Select pop-up screen is displayed.

5. Select the binoculars icon. A pop-up window for cell content is displayed.

6. Type in **Order**.

7. Click the green check mark.

8. Close the pop-up window.

9. Select the **value selection box** beside order number. The box on the right side of the screen changes to allow you to type in the value for the data for which you are searching.

10. Click in the **Value** field.

11. Type **100000001744**.

12. Click the green check mark. The pop-up screen displays the number of entries found.

13. Select the first entry and click the green check mark.

14. Highlight the relationships infotype.

15. Click on the **Overview** icon.

16. Look for related object types (code for O = org unit).

Repeat search on other items to verify if org units are the same or different.

Question 1

How many positions display on your hit list?

A

Question 2

Do they all belong to the same organizational unit?

A

Use free form to search for fund 301250001.

1. Type **PO13** in the Command field on the Easy Access screen.

2. Click or press Enter.

3. Click in the Position field.

4. Click on the matchcode in the Position field. The Object Select pop-up screen is displayed.

5. Select the binoculars icon. A pop-up window for cell content is displayed.

6. Type the **Fund**.

7. Click the green check mark.

8. Close the pop-up window.

9. Select the **value selection box** beside fund. The box on the right side of the screen changes to allow you to type in the value for the data for which you are searching.

10. Click in the **Value** field.

11. Type **301250001**.

12. Click the green check mark. The pop-up screen displays the number of entries found.

13. Select the first entry and click the green check mark.

14. Highlight the relationships infotype.

15. Click on the **Overview** icon.

16. Look for related object types (code for O = org unit).

Repeat search on other items to verify if org units are the same or different.

Question 1

How many positions display on your hit list?

A

Question 2

Do they all belong to the same organizational unit?

A

This exercise is complete.

Exercise 3.1 – Changing a Cost Center

| PO13 |

Scenario

As of the first of the month, the cost distribution for the Chief Deputy III has changed to cost center 1611300000. Make the appropriate changes to the position using reason code 110.

Instructions

1. Enter transaction code **PO13** in the Command field.

2. Click

3. Enter the Chief Deputy III position number from your data sheet.

4. Copy infotype Cost Distribution (IT1018).

5. Complete the following fields:

Field	Value
Cost Center	1611300000

6. Click Enter .

7. Complete the following fields:

Field	Value
Action/Reason code	110

8. Click Continue .

9. Click Save.

This exercise is complete.

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Exercise 3.2 – Changing Budget

<div style="border:1px solid black">PO13</div>

Scenario

As of the first of the month, the budget for the Office Assistant V has changed to $35,000. Make the appropriate changes to the position using reason code 111.

Instructions

1. Enter transaction code **PO13** in the Command field.

2. Click .

3. Enter the Office Assistant V position number from your data sheet.

4. Copy infotype Cost Distribution (IT1018).

5. Click Enter .

6. Complete the following fields:

Field	Value
Action/Reason code	111
Total Budgeted Amount	35,000.00

7. Click 'Continue' and save.

This exercise is complete.

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Exercise 3.3 – Split Funding

PO13

Scenario

As of the first of the month, the Assistant Secretary for EHNR position will be split 70% appropriated fund 161140001 and 30% receipt supported 161140005. Make the appropriate changes to the position using reason code 110.

Instructions

1. Enter transaction code **PO13** in the Command field.

2. Enter the Assistant Secretary for EHNR position number from your data sheet.

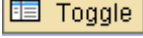3. Copy infotype Cost Distribution (IT1018).

Current Field	Value
Pct.	70.00

4. On a new line enter all the same data as the current line except for:

Field	Value
Pct.	30.00
Fund	161140005

5. Click Enter 🗸 .

6. Complete the following fields:

Field	Value
Action/Reason code	110

7. Click on the toggle button 🔲 Toggle and change the Budgeted Amount detail lines to whole dollars.

8. Click Continue ✓ and save.

This exercise is complete.